



Helotes Area Community Band Policies and Procedures

Like all organizations, the Helotes Area Community Band (HACB) must have rules and policies. Their purpose is to organize our work so we may all focus on the main purpose – *making music*.

HACB is an all-volunteer organization, sponsored and funded by the City of Helotes. Upon your membership, your regular attendance to rehearsals and performances indicates your personal commitment to the band and musical fulfillment.

Rehearsal Schedule

Monday nights from 6:30 p.m. to 9:00 p.m., rehearsing in Henley Hall behind the First Baptist Church of Helotes.

Members shall be seated on time, warmed up, and ready for the rehearsal to begin.

Member Responsibilities

- Attend all rehearsals unless excused by the director.
- Attend all performances unless excused by the director.
- Communicate in a responsible manner.
- Fulfill music responsibilities, including proper care and handling of HACB property, having the folder present for all rehearsals and performances, and returning music promptly.
- Prepare musically, for all rehearsals and performances, by having all equipment on hand, such as reeds, mutes, etc.
- Demonstrate a willingness to perform as a team member.
- Comply with directions of the music director.
- Be on time and in proper attire for performances.
- Notify director of anticipated absences.
- Volunteer skills, and non-musical work time for the benefit of the organization.

Music Folders and Music

Everyone is responsible for their own folders. It is the policy of the HACB for each member to see that their folder is in their possession for each rehearsal and performance.

HACB is fortunate to have the City of Helotes furnish us with music, as we need it. Hence, it is our responsibility to take care of it, and return it at the appropriate times. It is indirectly the property of Helotes.

Performance Attire for Indoor Concerts

Men – black tuxedos or black suits, white shirt, bow tie, no vest, black shoes and black socks.

Ladies -- black dress no shorter than knee length, or solid black pants and black blouse, black shoes and black hose. Lace, sleeveless attire, spaghetti straps, or décolletage are not encouraged.

Performance Attire for Outdoor Concerts

Men – Black pants, HACB polo-shirt, black shoes and socks.

Ladies – Black pants, HACB polo-shirt, black shoes and socks.

Occasionally, specific performances will require deviations from this dress requirement. This list defines “concert black” and “standard outdoor” concert attire. Band shirts are required to be purchased by band members.

Performance Participation

To be eligible to play a concert, a member must have attended the last two regular rehearsals prior to a concert or have been granted specific exemption by the director.

Acceptable reasons for missing a rehearsal are:

- Work
- Work related travel
- Family emergency
- Vacation (with 2-week advance notice)
- Illness
- Death in Family

Resignation and Leave of Absence

Letters of resignation should be addressed to the director and all folders and equipment belonging to HACB returned.

Band members with three or more uncommunicated absences will be considered to no longer have interest in the band. That member will be expected to return all folders, music, and equipment belonging to HACB.

Leave of absences shall be granted by the director. Members taking a leave of absence will return all folders, music, and equipment to the director prior to taking the absence.

Membership in HACB is based on musical benefit to the band and other skills or contacts the individual may have which would be beneficial to the organization. HACB will not base selection criteria on race, age, sex, creed, or national origin.

An audition, plus an open position in the desired section, will determine membership. If the section is capped, this person will be placed on a waiting list.

Membership by Section

- Flute & Piccolo 12
- Oboe 2
- Bassoon 2
- Clarinets 9
- Bass clarinet 2
- Alto saxophone 4
- Tenor saxophone 2
- Baritone saxophone 1 or 2
- Trumpets 9
- French horns 8
- Trombones 8
- Baritones (Euphoniums) 4
- Tubas 4
- Percussion 6

Dues

"We don't require any dues to be a member of our band. As a result, everybody is treated as one big family and every Monday night we have a family reunion."

Charles L. Kuentz, Jr.